WESS

Module 1

Overview of WESS Aviation

WESS Aviation Reporting Module

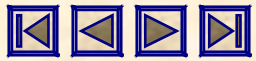
The **Web Enabled Safety System** (**WESS**) is the Naval Safety Center's on-line reporting and data retrieval system.

- Aviation Reporting module is now online for HAZREP submission and HAZREP endorsements.

- This set of users' guide modules is NOT a page-by-page input guidance for WESS Aviation. More specific guidance can be found in the original WESS users' guides.

Data Input Flow

- When you begin entering data, the general flow is as follows:
  - General Info: Type of event, date, time, location, ship info, weather
  - Aircraft Info: T/M/S, BUNO, Takeoff location, IDRC info, aircraft activity at time of incident
  - Person info: Rank, designator/NEC/MOS, Crew position, flight time/quals, injury info
  - Causal Factors: Human (Evidence, analysis, Who/What/Why) and/or Material (Evidence, analysis, Component info, Mode, Agent)
  - Recommendations to “fix” causal factors
  - CO’s comments/endorsement
  - Select Routing Chain, Community of Interest, and Endorsement chain (as required)



Internal Routing and External Endorsements

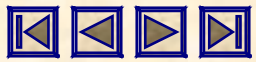
- When data entry is complete, you can select a Chain of Command to chop your report.
  - This Chain of Command is the internal chop chain you would use for routing message traffic for approval.
- You can select a Community of Interest with whom you can share your Hazrep
  - COIs are the equivalent of message traffic CADs
  - Hazreps from others in your COI will appear under the Notifications tab on your WESS home page.
- You can enter your Endorsement Chain for the commands external to your unit, if endorsement is required.
  - When your internal chop chain is complete, you release the report to the Safety Center to kick off the Endorsement process.

Routing to Internal Chain of Command

- The “Chain of Command” WESS refers to is what you know as your squadron’s internal chop chain.
- You can enter as many people in the chop chain as you want, but they all need to have WESS accounts to participate online.
- If you want to go old-school and route paper copies to chop, you’ll have the option to Generate PDF, which will look similar to the format of current message traffic Hazreps.
- If you’re in the Chain of Command online chop chain, you’ll receive an e-mail from WESS informing you when it’s your turn to chop the Hazrep.
  - When you’re done with your chop, you’ll use the Route to Chain of Command link to send it to the next chopper.
  - If you’re the CO, or have permission from your CO to release the Hazrep to the Safety Center, you’ll select Release to Safety Center to send the report outside the command.

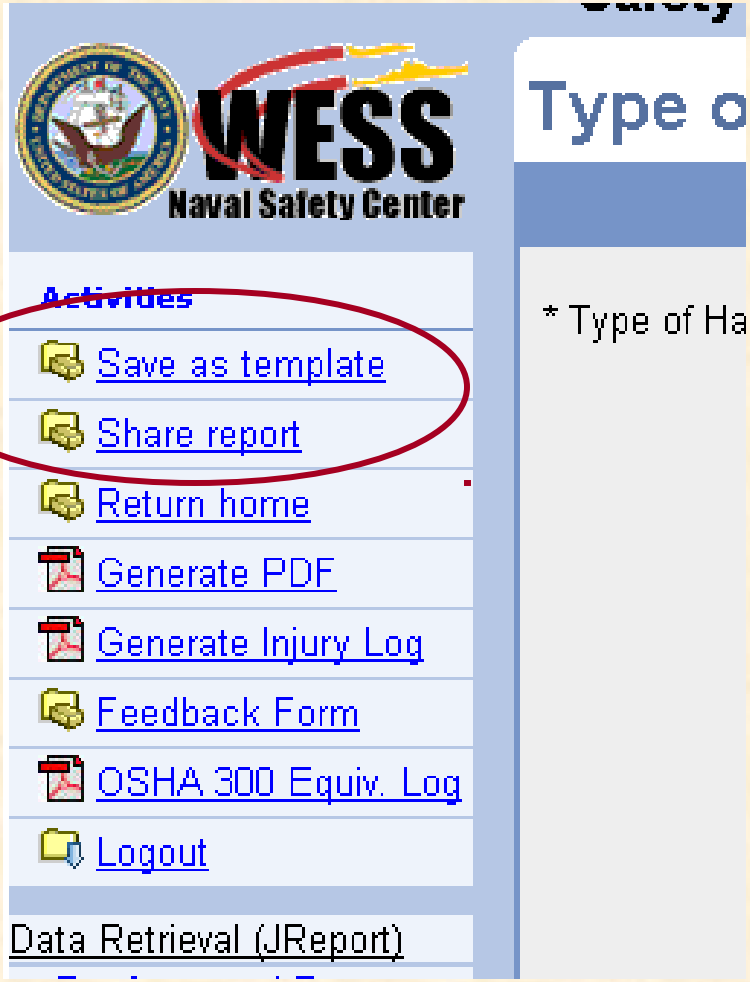
Transmitting the Hazrep outside your Command

- When your internal Chain of Command/Chop Chain is complete, and your CO has given his/her blessing to the Hazrep, “Release Report to Safety Center” will release your Hazrep outside your command.
  - First stop: Safety Center Quality Assurance. NSC QA will inspect your Hazrep to ensure the database will accept your input. If there’s a problem, NSC will reject it, and you’ll get an e-mail notifying you that there’s a problem. If it’s okay, the report enters the NSC database...
  - ...And if endorsements are required, that process begins.
- Endorsement notification
  - If endorsements are required, endorsing commands will receive e-mails notifying them of their involvement.
  - Additional e-mails will be sent as each endorser completes their input, notifying the next endorser that it’s their turn.
  - Hazreps requiring endorsement will appear in the “Endorsements Needed” tab on your WESS home page.



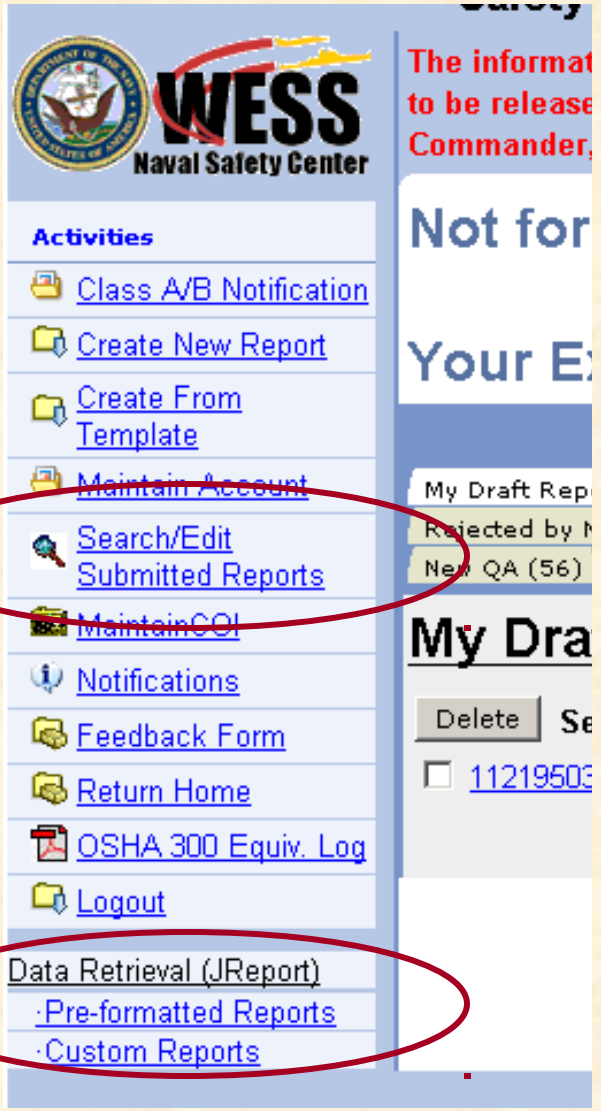
Things that can help you

- Templates – you can save reports as templates to make future data entry easier. See Part 6 of the users guide to learn how to do this.
- Sharing reports – if another squadron is involved in the incident, they can enter their aircraft/personnel data for you. Part 2 of the Users guide has instructions for how to do this.

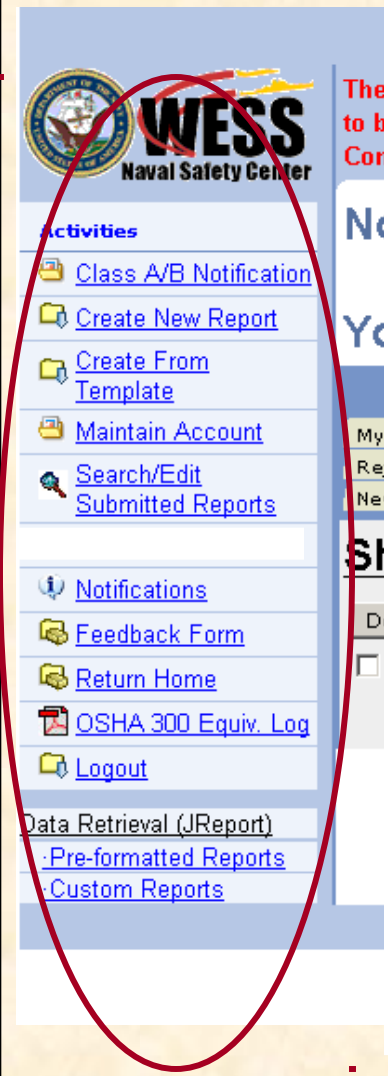


More things that can help!

- Search/Edit submitted reports: You can pull a report back from the safety center if you need to make a correction.
  - You'll see how to do this later in this users guide module.
- Data Analysis – you can search the database for info about your aircraft, BASH, etc.
  - Guidelines and basic report templates are being developed to help you out with this function.



Navigating through WESS



The Activities Menu:

Class A/B Notification: not online for Aviation Mishaps until early 2006

Create New Report: starts a new Hazrep from scratch, see Part 2 of the users guide for guidance

Create From Template: Starts a new Hazrep from a template the user creates for themselves. See Part 6 of the users guide for instruction on how to do this.

Maintain Account: Change your password, WESS color scheme, or personal information.

Search/Edit Submitted Reports: You can view reports you've submitted to the Safety Center, or pull them back from the Safety Center if you need to make a change or correction. This is described later in this users guide.

Notifications: Allows you to view PDF versions of Hazreps submitted from others in your Community of Interest

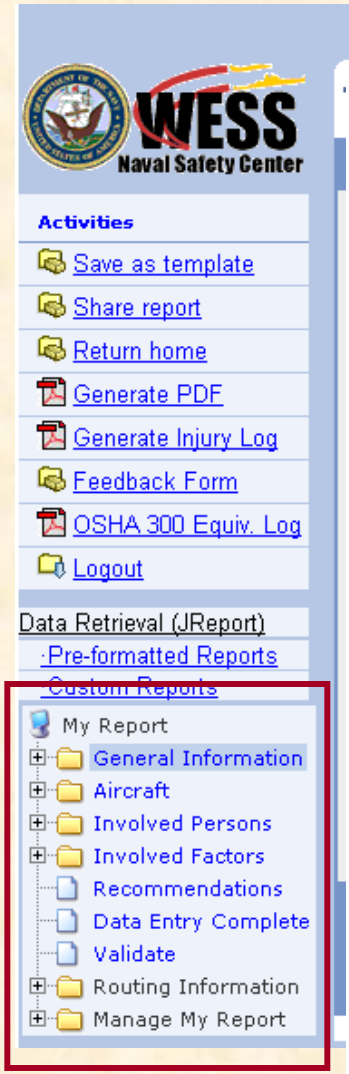
Feedback Form: for sending comments/problems to the Safety Center

Return Home: Returns you to your home WESS desktop (the Tabs page)

OSHA 300 Equiv. Log: Not an Aviation function

Logout: Self explanatory!

The Navigation Tree



You can use the Navigation tree to move through your Hazrep without having to go page-by-page! With a new Hazrep, the Nav Tree appears once you reach your POC info data entry screen

Before you enter data, the Aircraft, Involved Persons, and Involved Factors folders will have "blank paper" icons. Once data is entered in each section, the paper will change to a folder icon, as shown.

Click on the "+" symbols to expand the folder, just like with Windows Explorer.

General Information: type of hazard, damage costs (if known/applicable), date/time, narrative, environmentals (if required), ship info (if applicable).

Aircraft: T/M/S, BUNO, aircraft activity at time of incident

Involved Persons: Rank, Designator/NEC/MOS, activity at time of incident, injury info (if applicable), flight time/landings (if applicable)

Involved Factors: Human/Material causal factor info (Evidence, Analysis, Who/What/Why and/or Component/Mode/Agent)

Recommendations: Your recommendations and associated Action Agencies, plus your CO's comments/endorsement

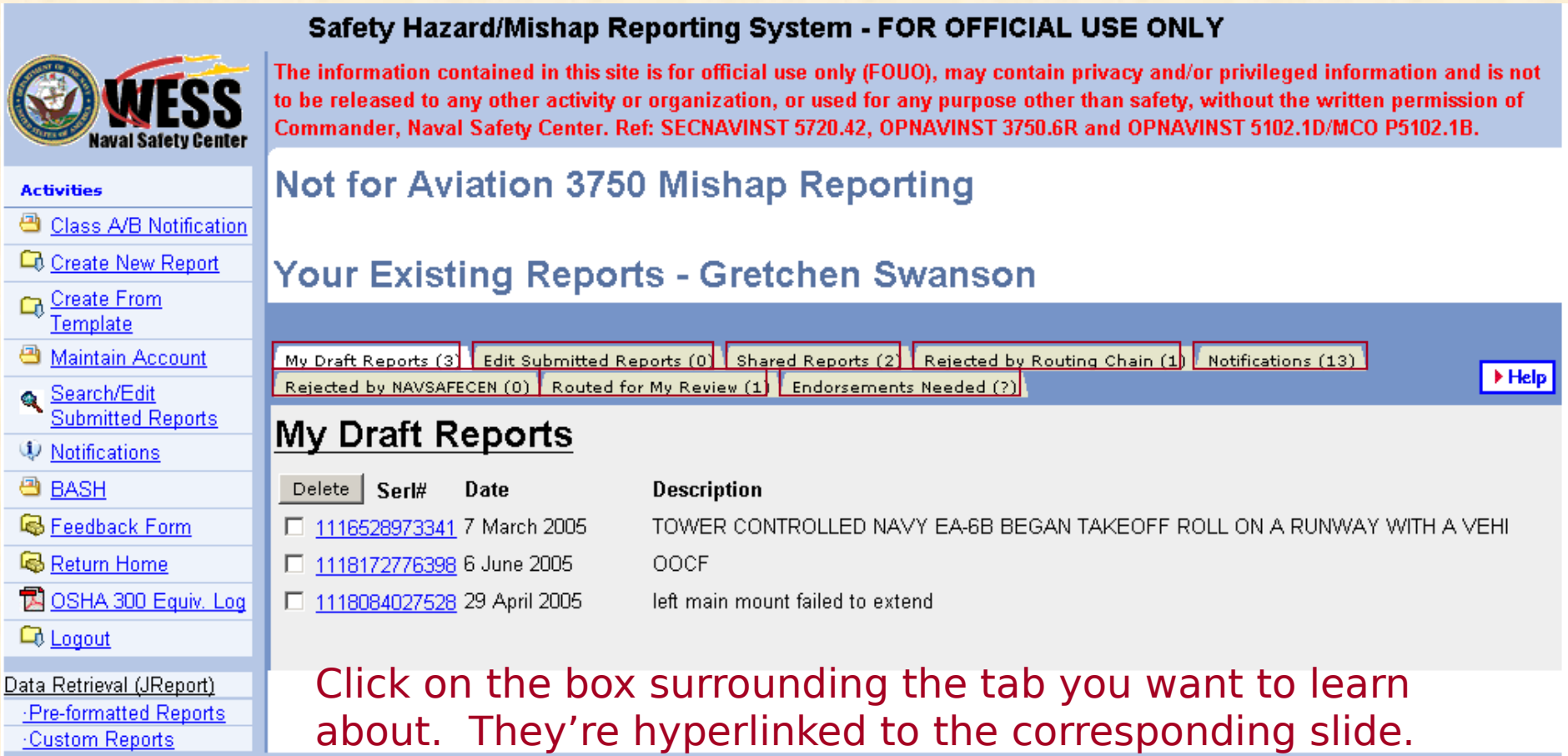
Data Entry Complete: Validate the report, enter your chop chain, Community of Interest, and Endorsement Chain, then either submit to routing chop chain, or release to safety center.

Validate: Another way to validate your report to check for errors.

Routing Information: Alternate way to enter chop chain, COIs, and Endorsement chain info.

Manage My Report: Currently the same info as Routing Information

Learn about Tabs


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
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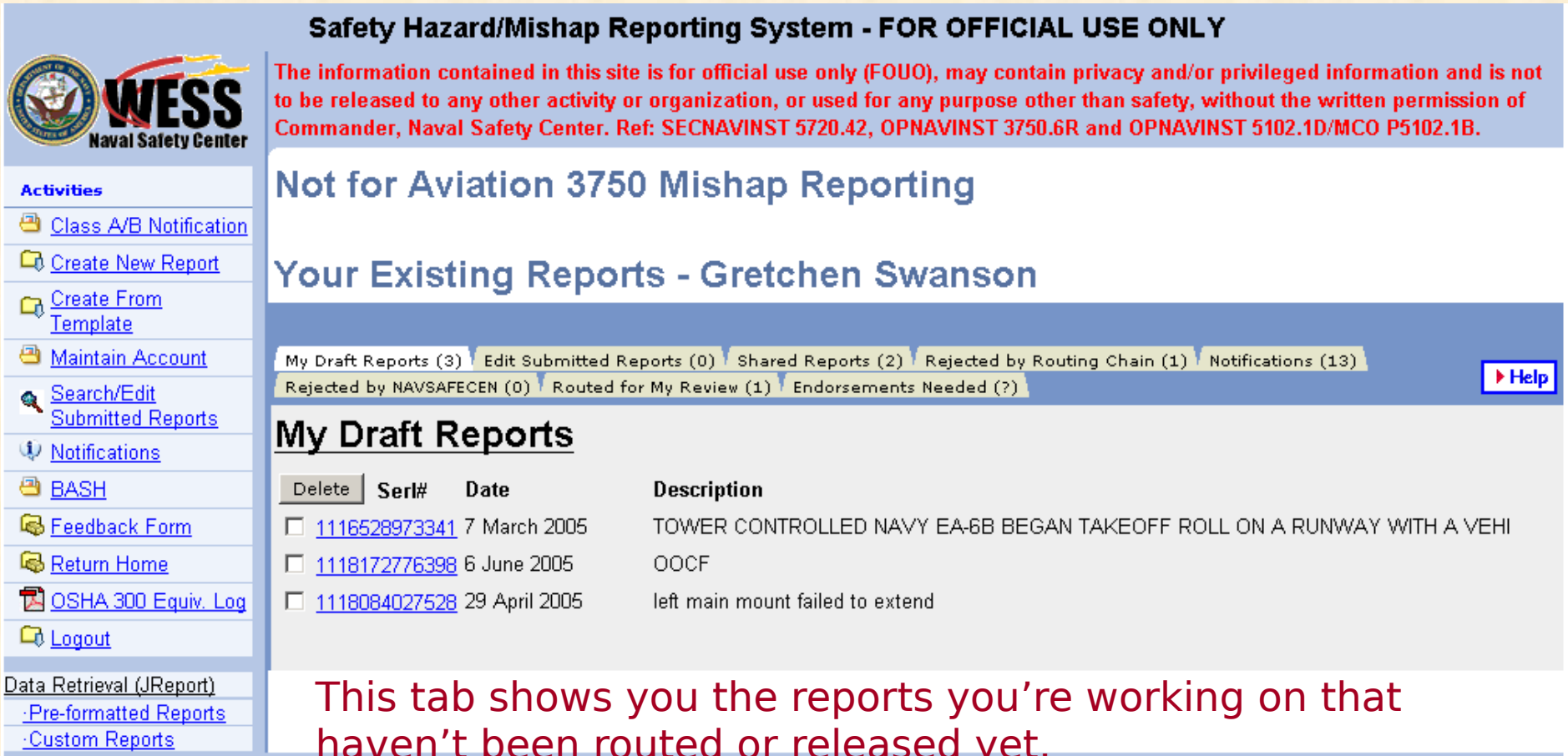
Activities
Class A/B Notification
Create New Report
Create From Template
Maintain Account
Search/Edit Submitted Reports
Notifications
BASH
Feedback Form
Return Home
OSHA 300 Equiv. Log
Logout
Data Retrieval (JReport)
·Pre-formatted Reports
·Custom Reports
Not for Aviation 3750 Mishap Reporting
Your Existing Reports - Gretchen Swanson
My Draft Reports (3)
Edit Submitted Reports (0)
Shared Reports (2)
Rejected by Routing Chain (1)
Notifications (13)
Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
My Draft Reports
Delete
Serl#
Date
Description
1116528973341 7 March 2005 TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL ON A RUNWAY WITH A VEHI
1118172776398 6 June 2005 OOCF
1118084027528 29 April 2005 left main mount failed to extend

Click on the box surrounding the tab you want to learn about. They're hyperlinked to the corresponding slide.

If you're done learning about tabs, click on the far right arrow to move to the end of this module.

Draft Reports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Endorsements Needed (?)
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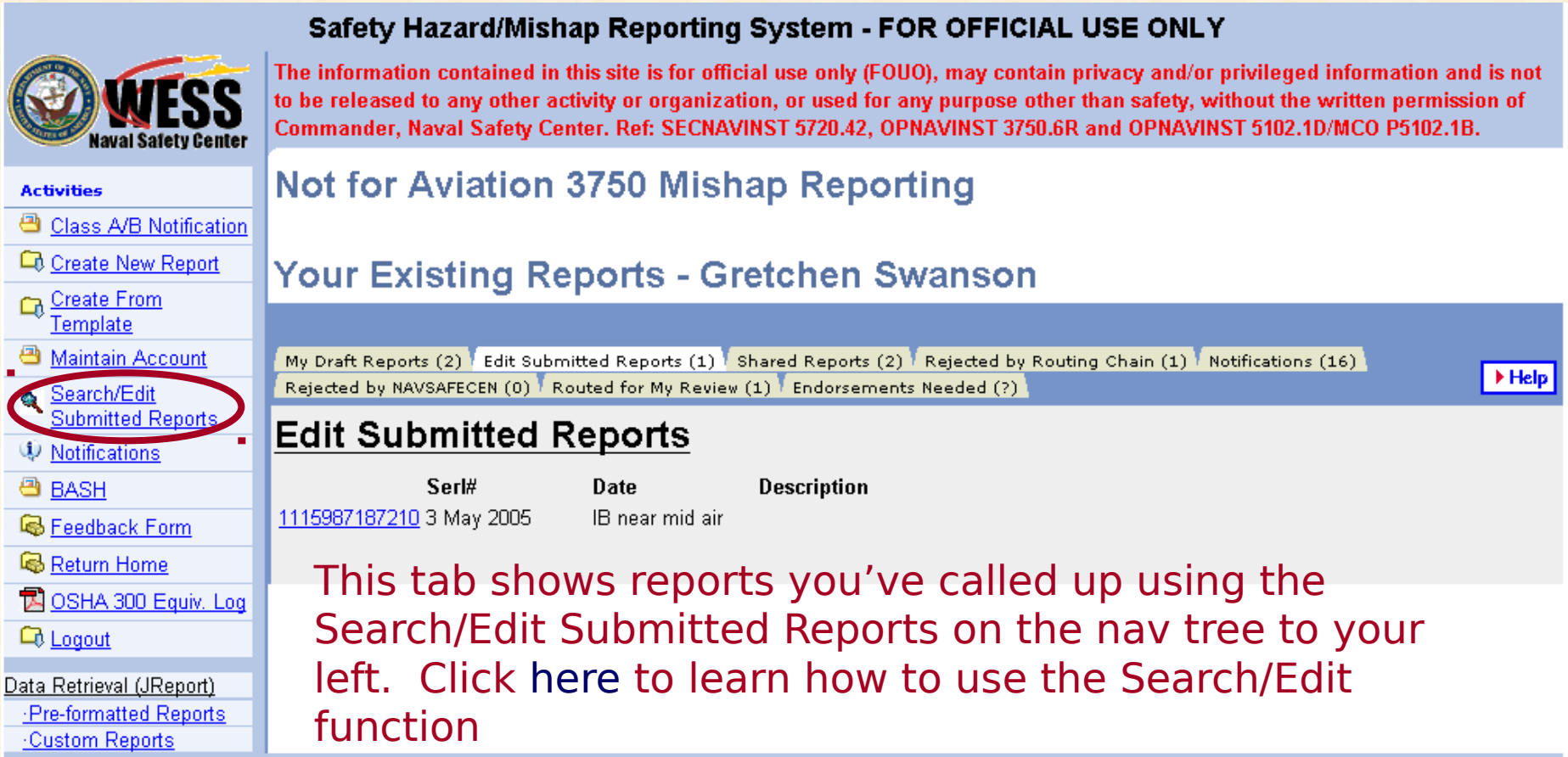
My Draft Reports
Delete
Serl#
Date
Description
1116528973341 7 March 2005 TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL ON A RUNWAY WITH A VEHI
1118172776398 6 June 2005 OOCF
1118084027528 29 April 2005 left main mount failed to extend

This tab shows you the reports you're working on that haven't been routed or released yet.

Click here to return to the Learn about Tabs page.

Edit Submitted Reports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Class A/B Notification
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Notifications
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Logout
Data Retrieval (JReport)
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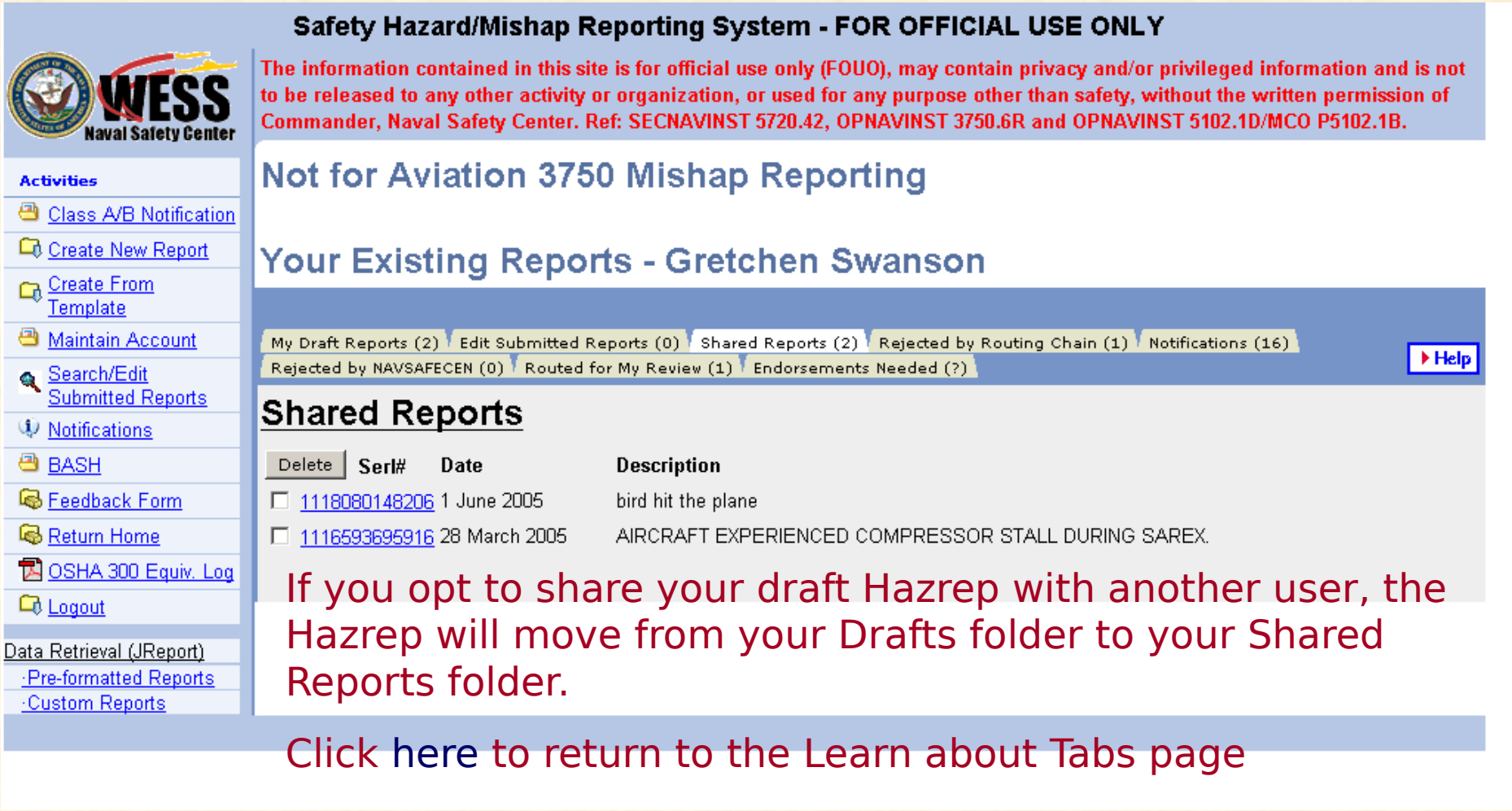
Edit Submitted Reports (1)
Shared Reports (2)
Rejected by Routing Chain (1)
Notifications (16)
Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Edit Submitted Reports
Serl#
Date
Description
1115987187210 3 May 2005
IB near mid air

This tab shows reports you've called up using the Search/Edit Submitted Reports on the nav tree to your left. Click here to learn how to use the Search/Edit function

Click here to return to the Learn about Tabs page.

Shared Reports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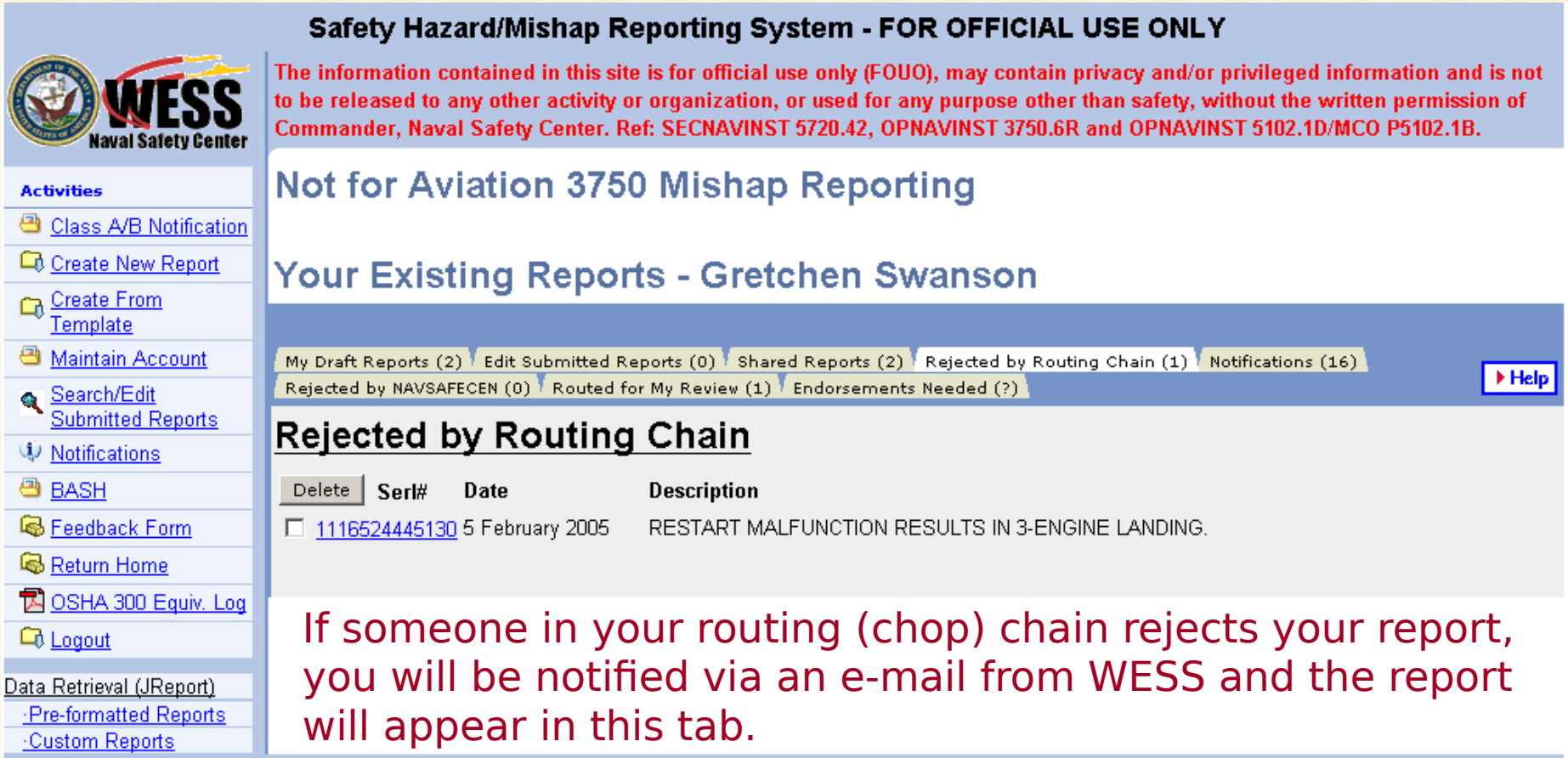
Notifications (16)
Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Shared Reports
Delete
Serl#
Date
Description
1118080148206 1 June 2005 bird hit the plane
1116593695916 28 March 2005 AIRCRAFT EXPERIENCED COMPRESSOR STALL DURING SAREX.

If you opt to share your draft Hazrep with another user, the Hazrep will move from your Drafts folder to your Shared Reports folder.

Click here to return to the Learn about Tabs page

Rejected by Routing Chain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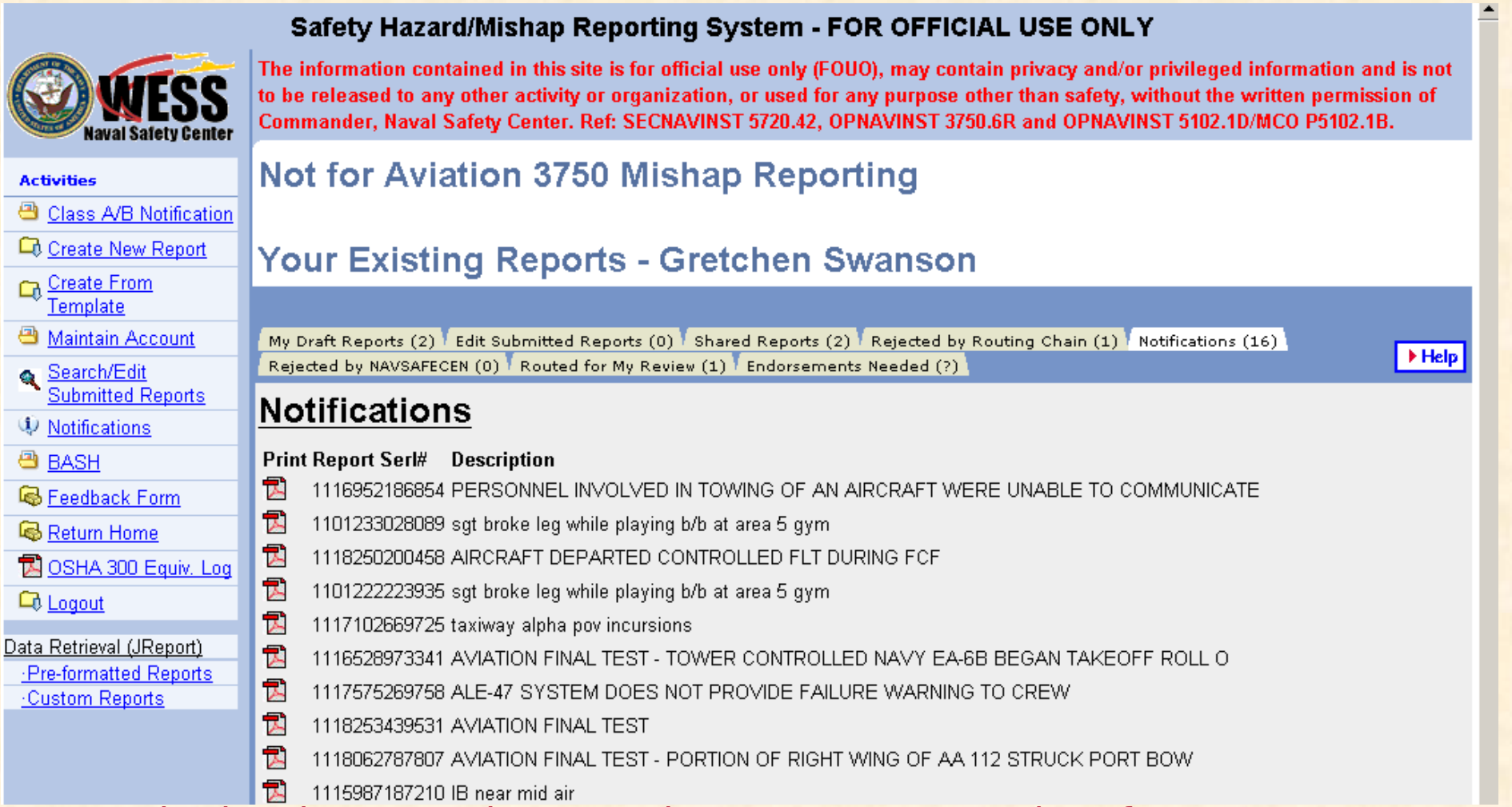
Notifications (16)
Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Rejected by Routing Chain
Delete
Ser#
Date
Description
1116524445130
5 February 2005
RESTART MALFUNCTION RESULTS IN 3-ENGINE LANDING.

If someone in your routing (chop) chain rejects your report, you will be notified via an e-mail from WESS and the report will appear in this tab.

Click here to return to the Learn about Tabs page

Notifications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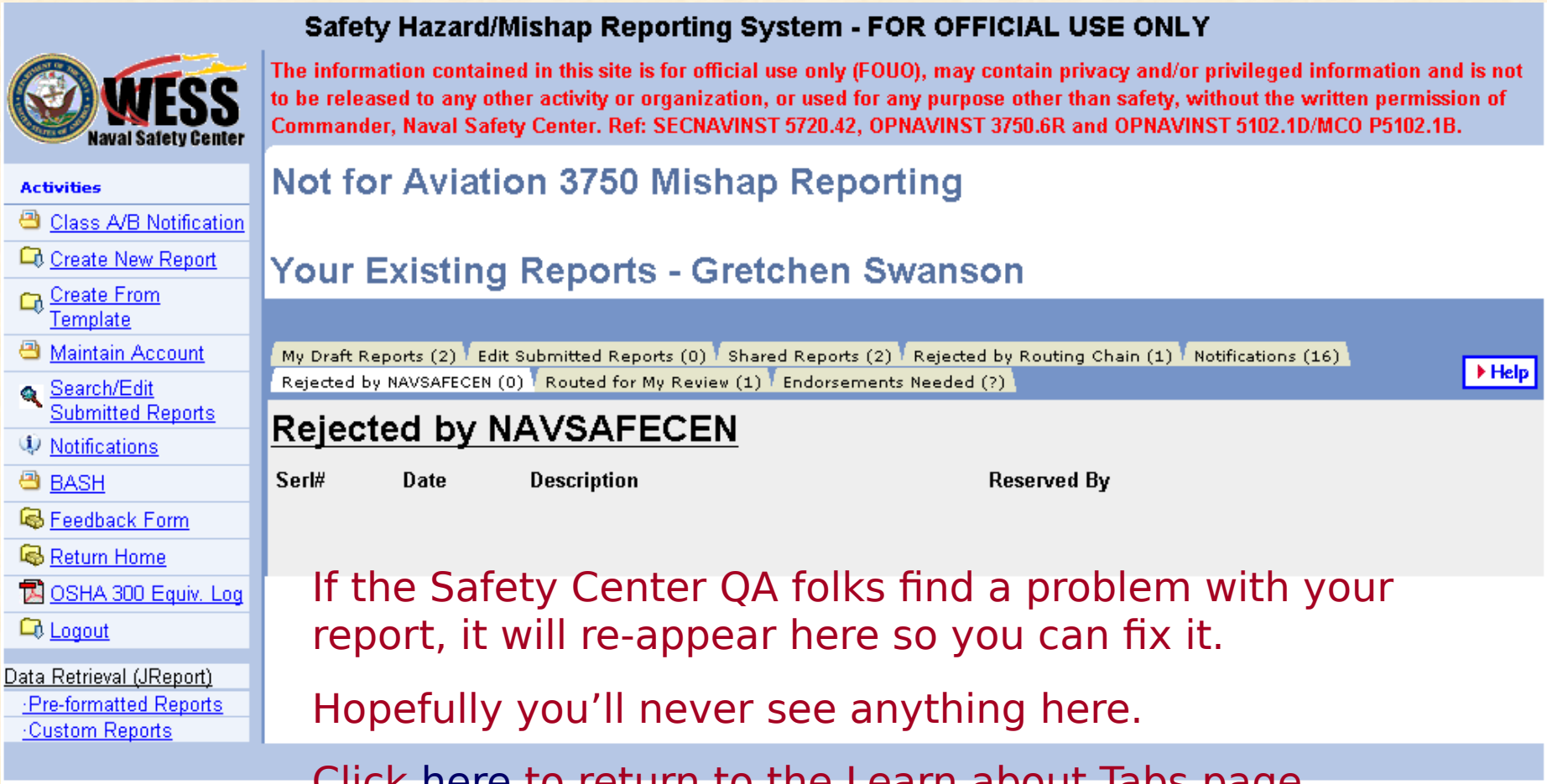
Rejected by Routing Chain (1)
Notifications (16)
Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Notifications
Print Report Serl# Description
1116952186854 PERSONNEL INVOLVED IN TOWING OF AN AIRCRAFT WERE UNABLE TO COMMUNICATE
1101233028089 sgt broke leg while playing b/b at area 5 gym
1118250200458 AIRCRAFT DEPARTED CONTROLLED FLT DURING FCF
1101222223935 sgt broke leg while playing b/b at area 5 gym
1117102669725 taxiway alpha pov incursions
1116528973341 AVIATION FINAL TEST - TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL O
1117575269758 ALE-47 SYSTEM DOES NOT PROVIDE FAILURE WARNING TO CREW
1118253439531 AVIATION FINAL TEST
1118062787807 AVIATION FINAL TEST - PORTION OF RIGHT WING OF AA 112 STRUCK PORT BOW
1115987187210 IB near mid air

Any submitted reports that pertain to your Community of Interest will appear here

Click here to return to the Learn about Tabs page

Rejected by NAVSAFECEN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Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Rejected by NAVSAFECEN
Serl#
Date
Description
Reserved By

If the Safety Center QA folks find a problem with your report, it will re-appear here so you can fix it.

Hopefully you'll never see anything here.

Click here to return to the Learn about Tabs page

Routed for My Review

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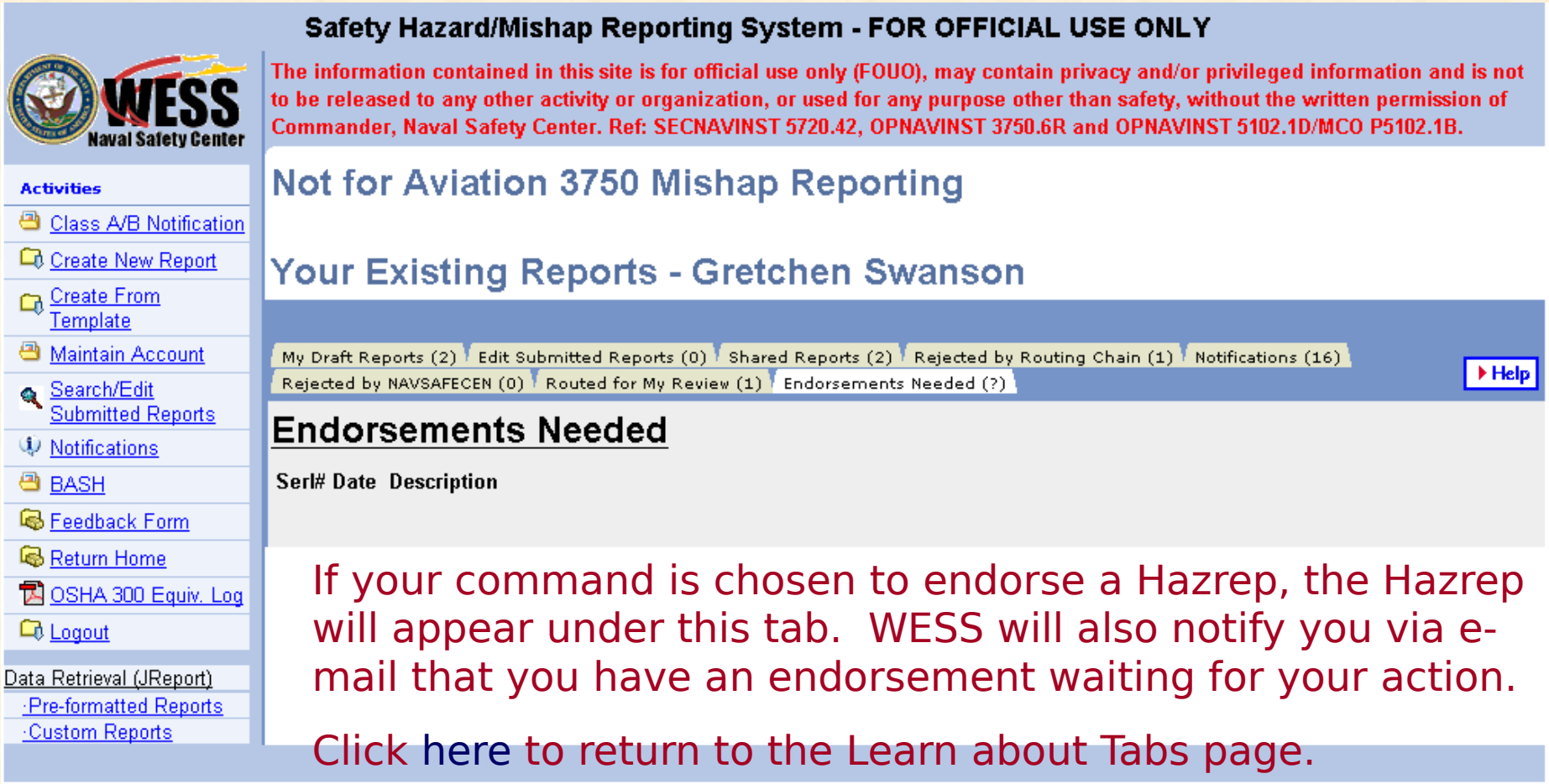
Notifications (16)
Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Routed for My Review
Serl#
Date
Description
1116517667200
18 May 2005
A DESIGN FLAW IN THE THROTTLE QUADRANT ALLOWS THE THROTTLE TO BE INADV

If you were entered as a member of someone's routing (chop) chain, WESS will notify you by e-mail that you have a message to review when it's your turn. The draft Hazrep will appear under this tab.

Click here to return to the Learn about Tabs page

Endorsements Needed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Rejected by NAVSAFECEN (0)
Routed for My Review (1)
Endorsements Needed (?)
Help
Endorsements Needed
Serl# Date Description

If your command is chosen to endorse a Hazrep, the Hazrep will appear under this tab. WESS will also notify you via e-mail that you have an endorsement waiting for your action.

Click here to return to the Learn about Tabs page.

How to Search/Edit a Submitted Report

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Help
My Draft Reports
Delete
Serl#
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Description
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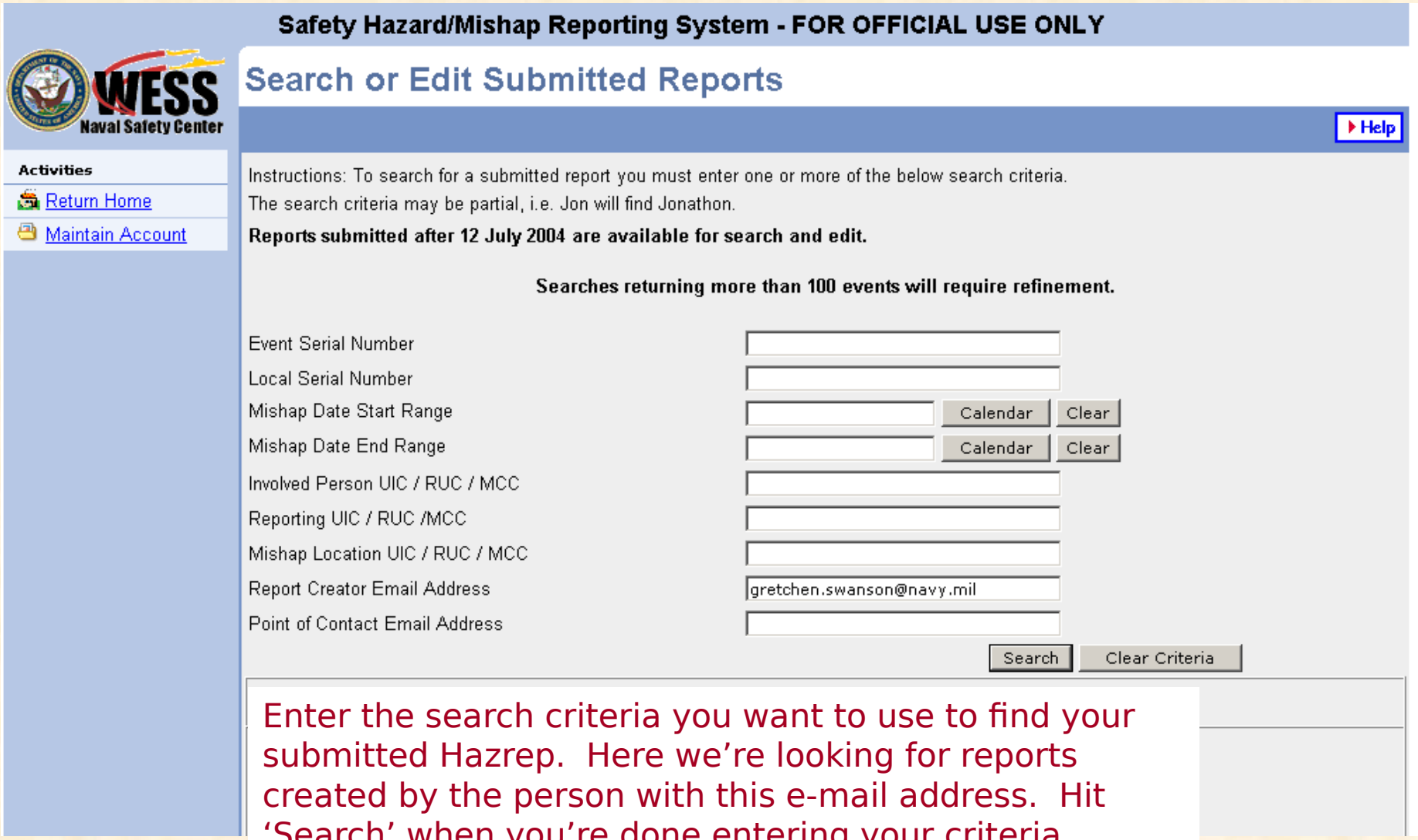
1118172776398 6 June 2005 OOCF
1118084027528 29 April 2005 left main mount failed to extend

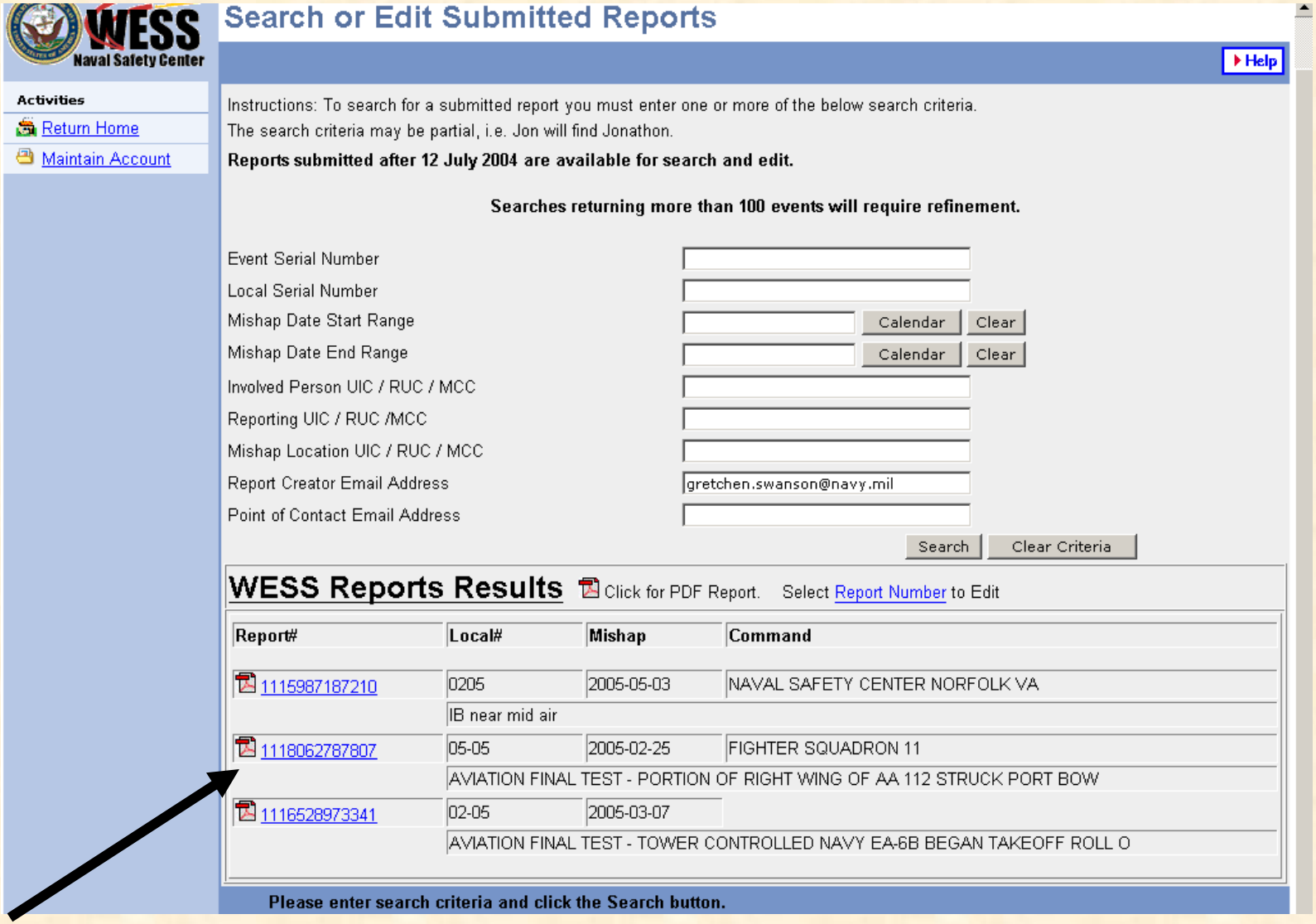
If you already submitted a report to the Safety Center, but you need to fix an error or add more info, select "Search/Edit Submitted Reports" from the nav tree to your left.

Search Criteria


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Search or Edit Submitted Reports
Help
Activities
Return Home
Maintain Account
Instructions: To search for a submitted report you must enter one or more of the below search criteria.
The search criteria may be partial, i.e. Jon will find Jonathon.
Reports submitted after 12 July 2004 are available for search and edit.
Searches returning more than 100 events will require refinement.
Event Serial Number
Local Serial Number
Mishap Date Start Range
Calendar
Clear
Mishap Date End Range
Calendar
Clear
Involved Person UIC / RUC / MCC
Reporting UIC / RUC /MCC
Mishap Location UIC / RUC / MCC
Report Creator Email Address
gretchen.swanson@navy.mil
Point of Contact Email Address
Search
Clear Criteria

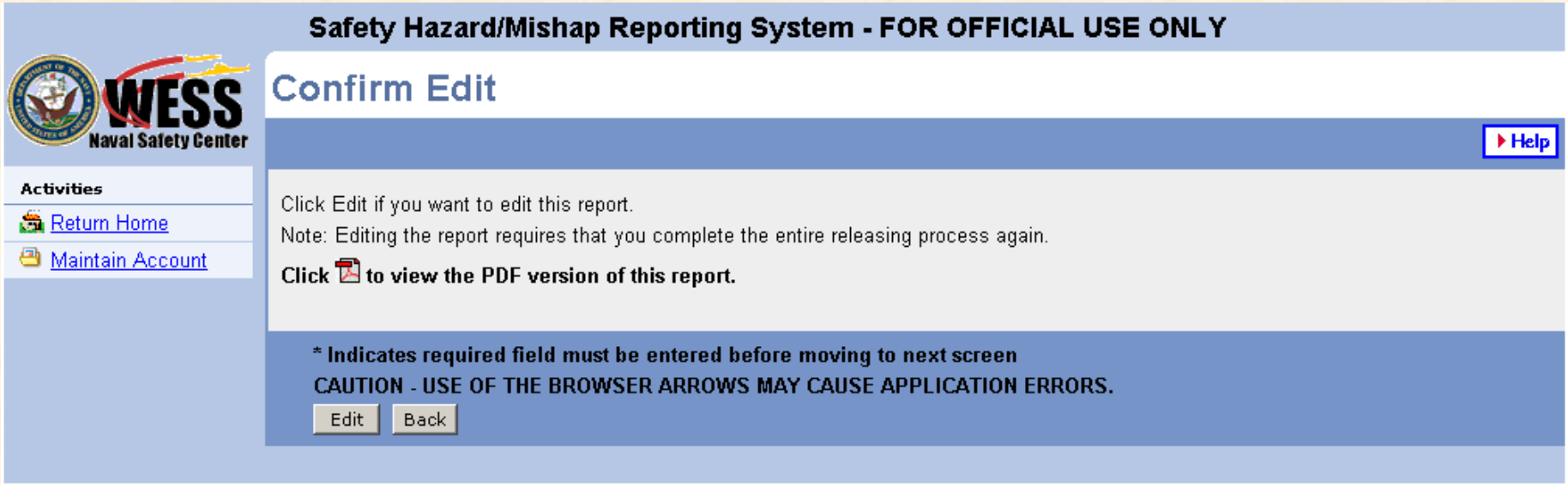
Enter the search criteria you want to use to find your submitted Hazrep. Here we're looking for reports created by the person with this e-mail address. Hit 'Search' when you're done entering your criteria.

Select your Report



Select the blue link for the report you wish to edit.

Confirm you want to Edit


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY
WESS
Naval Safety Center
Confirm Edit
Help
Activities
Return Home
Maintain Account
Click Edit if you want to edit this report.
Note: Editing the report requires that you complete the entire releasing process again.
Click to view the PDF version of this report.
* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.
Edit
Back

If you're really sure you want to edit this report, hit 'Edit' to continue.

If you want to just view the PDF, click the Adobe symbol above.

Here it is...

When your report pops up here, advance yourself through a couple screens by hitting the "Next" button, and then this report should appear under your "
Edit Submitted Reports Tab" on the home page

Ready to Begin?

By now, you should have a grasp on the basics of getting through WESS, and an idea of what info you'll need to get started. Go to Part 2 of the users' guide to learn how to enter a new Hazrep.

- **Part 2: Getting Started: Data entry up through Aircraft and Personnel data**
- **Part 3: Entering Human related causal factors, recommendations, and CO's comments**
- **Part 4: Entering Material related causal factors, recommendations, and CO's comments**
- **Part 5: Validation, Entering the Chop Chain and Endorsement Chain, and selecting Communities of Interest (CADs)**
- **Part 6: How to create a template report**
- **Part 7: How to endorse a Hazrep**